

EDITED KSA LISTING

CLASS: SENIOR MEDICAL TECHNICAL ASSISTANT

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Comprehensive knowledge of bedside nursing procedures to administer assistance with activities of daily living, takes, interprets abnormal vital signs and records and reports abnormalities, and provides psychosocial support.
K2.	Basic knowledge of medical terminology, first aid procedures and therapeutic measures for the interpretation of data and the need of support measures and ensure the identification of quality of life issues.
K3.	Comprehensive knowledge of the uses and effects of medicines and narcotics to promote recuperation, pain relief, and recovery from illnesses, and promote the quality of life.
K4.	Basic knowledge of principles, methods and use of equipment used in physical therapy, laboratory, radiology, and electrocardiography to assist in the treatment, testing, and interpretation for diagnosis of various health care conditions.
K5.	Comprehensive knowledge of general administrative practices and procedures to ensure compliance with scope of practice, departmental policies and procedures, and appropriate governing bodies.
K6.	Comprehensive knowledge of principles and techniques of effective supervision to ensure compliance, direction, training, development, skills assessments, and performance as required by scope of practice, departmental policies and procedures, and appropriate governing bodies.
K7.	Comprehensive knowledge of the Department's Equal Employment Opportunity Program objectives to effectively direct staff.
K8.	Comprehensive knowledge of a supervisor's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity as it relates to the supervision and management of departmental staff.
K9.	Comprehensive knowledge of administration of collective bargaining agreements and grievance handling to fulfill the requirements specified in bargaining unit agreements, labor relations policies, practices and procedures.
K10.	Comprehensive knowledge of the principles and practices of the Department's labor-management relations policies to ensure compliance with various laws, rules, regulations, procedures and effectively represent the interest of the Department.

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	Skill to:
S1.	Skill to perform first aid procedures and therapeutic measures to promote quality of life, evaluate treatment needs, and ensure proper techniques.
S2.	Skill to think and act quickly and efficiently in order to respond promptly to emergency situations and evaluate the most appropriate course of action while maintaining a safe and secure environment.
S3.	Skill to supervise and direct the work of others in a health care setting in a state correctional facility to ensure behavior and performance standards are met in a safe and positive work environment.
S4.	Skill to supervise, direct and instruct inmates individually and in groups in all controlled situations in accordance with the policies and procedures of the CDC and to maintain the safety and security of the institution.
S5.	Skill to analyze occurrences accurately and take effective and appropriate action in various situations while maintaining a seamless security.
S6.	Skill to keep, maintain, monitor and track records, prepare reports and provide statistical data in order to provide information, historical data, and documentation as it relates to the operation of the Department.
S7.	Skill to effectively represent management and the Department's position on collective bargaining agreements and effectively respond to employee grievances and ensure compliance with labor/management relations laws, policies, precedents, procedures, negotiated agreements and related matters.
S8.	Skill to establish and maintain cooperative relations/liaison with custody staff and others to ensure collaboration regarding medical and custody concerns while effectively communicating the goals and objectives of the Department.
S9.	Skill to operate a computer in order to access, enter, update, retrieve information and provide accurate information.

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	Special Personal Characteristics:
SPERC1.	Neat and professional personal appearance to effectively represent the department in the course of performing the duties of a Senior Medical Technical Assistant (SMTA).
SPERC2.	Adaptability to a health care work environment in a State correctional facility to ensure prompt and appropriate response in all situations.
SPERC3.	Free from any emotional or mental condition that might adversely affect the exercise of the powers of a peace officer in the performance of SMTA duties.
SPERC4.	Emotional maturity and stability that would promote a comfortable, safe and secure working environment while performing peace officer duties as a SMTA.
SPERC5.	Good interpersonal relations by using tact in the daily interaction with others
SPERC6.	Patience, empathy and compassion towards inmate/patients and staff in order to promote a healthy and supportive correctional work environment.
SPERC7.	Sympathetic and objective understanding of inmate/patients in a State correctional facility in order to ensure the appropriate and effective delivery of health care services.
SPERC8.	Leadership characteristics to provide positive motivation and direction to staff and others and to effectively perform the duties of a SMTA.
SPERC9.	Willingness to work irregular hours to ensure the appropriate and effective delivery of health care services to inmate/patients in a correctional facility.
SPERC10.	Desire to maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of a SMTA.
SPERC11.	Absolute abstinence from the use of illicit drugs to effectively perform the duties of a SMTA.
SPERC12.	Availability to report for duty at any time due to an emergency crisis to ensure the safety and security of inmates, personnel, community and property and effectively perform the duties of a SMTA.
SPERC13.	Willingness to take sole responsibility for the supervision of inmates and/or the protection of personal and real property to effectively perform the duties of a SMTA.

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	Special Physical Characteristics:
SPHYC1.	Normal or corrected to normal hearing in order to respond to alarms and radio communications to protect oneself, others, and property by detecting dangerous situations and to effectively perform the duties of a SMTA
SPHYC2.	Sound physical condition in order to effectively respond to alarms or emergency situations, to protect oneself, others, and property and to effectively perform the duties of a SMTA.
SPHYC3.	Strength, endurance, and agility to effectively perform physical job requirements (i.e., lift an occupied gurney/litter into an ambulance, transport and restrain inmate/patients, climb stairs, carry incapacitated individuals, etc.) during the performance of the duties of a SMTA.
SPHYC4.	Vision to see 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in order to protect oneself, others and property by detecting dangerous situations, and accurately operate a firearm to effectively perform the duties of a SMTA.